



Ohio Administrative Code

Rule 124-11-09 Filing.

Effective: [March 24, 2014](#)

(A) A document is filed when it is received in writing and time stamped by the office of the state personnel board of review or when it is received by electronic transmission of information to the designated email address of the board or the board's fax equipment. Any document received after five p.m. on a business day, or received at any time on a non-business day, shall be considered to be filed on the next business day. The date and time of receipt of a document filed electronically is the time stamp provided by the state personnel board of review's email system or fax equipment; the time stamp provided by any other computer system or equipment shall not alter the time of receipt.

(B) A document filed electronically shall contain an electronic signature or an /s/ notation followed by the name of the filer.

(C) If there is a defect in filing due to the failure of the state personnel board of review's equipment, the board may waive such defect if no undue prejudice would result.

(D) Any party or representative who lacks the capability to send or receive documents electronically must file a written letter with the state personnel board of review requesting relief from electronic service of documents. The party or representative requesting relief shall show good cause why it is not feasible to send or receive documents electronically.

(E) In a proceeding before an administrative law judge, a party must file an original and one legible copy of any document. In a proceeding before the full board, a party must file an original and two legible copies of any document. When more than one case file is involved in a proceeding, then the above required documentation must be submitted for each case file. Multiple copies of documents filed electronically are not required.

(F) All documents to be filed with the board shall be printed on or formatted for eight-and-one-half inch by eleven-inch paper.